

# CGHRMS

## Quick Reference Guide

### CGHRMS CUSTOMER SUPPORT

**Help Desk:** (785) 339-3540 Ext. 1

**Email:** [hrsic-cghrms@hrsic.uscg.mil](mailto:hrsic-cghrms@hrsic.uscg.mil)

**On-line Help:** <http://cghrms.osc.uscg.mil/>

**Self Service Tutorials:** <http://www.uscg.mil/hq/hrsic/training/>

### ANNUAL SCREENING QUESTIONNAIRE

Federal law requires that all Ready Reservists (*Selected Reservists (SELRES) and Individual Ready Reservists (IRR)*) be regularly screened to ensure their availability and fitness for duty if mobilized. Questionnaires must be completed and submitted annually during the month of October.

**Note:** Members who have completed a Questionnaire within the four months preceding 01 October are not required to submit a new Questionnaire for the current year.

#### ➤ Drilling Selected Reservists with access to the Coast Guard Intranet:

- Will receive a reminder annually, via email, providing you have entered your email address in CGHRMS.
- Should complete and submit the Questionnaire through **CGHRMS Self Service** application.

**Note:** Submitting the Questionnaire via CGHRMS Self Service is the preferred and most efficient method. Be sure to verify your email address has been entered and is correct in CGHRMS.

#### ➤ Reservists who do not have access to CGHRMS or have not entered an email address in CGHRMS:

- Will receive, via mail, a Questionnaire and a self-addressed envelope for returning the completed Questionnaire to HRSIC. HRSIC will forward the Questionnaire to the reservists' PERSRU.
- May download the Questionnaire (Microsoft Word format) from the CG intranet:  
<http://www.uscg.mil/hq/hrsic/MSWordForms.htm>  
Form Number: **CG HRSIC- 3799R**  
Complete and forward the Questionnaire to your PERSRU.

**Note:** PERSRUs will enter completed Questionnaires on behalf of reservists.

## Annual Screening Questionnaire



### ANNUAL SCREENING QUESTIONNAIRE

**Home > Self Service > Employee > Tasks > Annual Screening Questionnaire**

Page defaults to the **Questionnaire** tab. Complete this page then click the **Occupation Data** tab or use the link at the bottom of the page.

**Annual Screening Questionnaire Acknowledgment**

Read the acknowledgement and select your response. **Note:** Refer to **Members Response** section (pg 2), if you select **I do not understand or do not accept**.

Member's response: ☐ I understand and accept ☐ I do not understand or do not accept

**Recall Availability**

Date Modified: 02/28/2002 Date Signed: 02/28/2002

\*Member Recall Status: Available, Critical, Hardship, Key Empl, Other

Click on the **Member Recall Status** drop-down arrow and select status. **Note:** Refer to **Members Response** section (pg 2), if you select anything other than **Available**.

**Occupation Data Link**

Click this link to review your **personal information**. If changes need to be made, you may update some of the information through CGHRMS Self Service. If you are not able to update your information via Self Service, contact your PERSRU.

#### Member Recall Status

Status	Use When .....
Available	Available for recall.
Critical	Not available for recall due to employment in a critical civilian industry or profession. This is an occupation that could be critical to your community at the same time that a mobilization is necessary (police, fire, EMA, local government official). Document the extenuating circumstances that prevent mobilizing.
Hardship	Not available for recall due to financial or family hardship. Document the extenuating circumstances that prevent mobilizing.
Key Empl	Not available for recall due to employment in key federal position. See appropriate agency (full-time employer of USCGR member) instruction for written designation. USCG's policy to identify its civilian positions is described in COMDTINST 12910.1, dtd 10 SEP 1990, Screening of Civilian Employees in the Reserve Components.
Other	Not available for recall for a reason not listed. Document the extenuating circumstances that prevent mobilizing.

- Once data is saved and member exits the ASQ, upon re-entry the **Questionnaire** tab is blank; however, the previously saved data is stored in CGHRMS.

If you selected **I do not understand or do not accept**, or anything other than **Available** in the recall status block, refer to **Members Response** (page 2).

## MEMBERS RESPONSE

- If you selected **I do not understand or do not accept**, or anything other than **Available** in the recall status block, you will need to enter a supervisor's Operator ID number and email address so your Annual Screening Questionnaire can be reviewed by your chain of command.

Route to Supervisor:

Email Address:

Enter or lookup your supervisor's Operator ID. Click the magnifying glass to invoke the lookup page.

### Lookup Route to Supervisor Lookup Supervisor's Operator ID

EmpID:

Name:

Last Name:

SetID:

Department:

[Basic Lookup](#)

Enter data in one or more fields then click **Lookup**.  
**Tip:** Use the % (wildcard) to maximize your search.

Click **Lookup**.

- The results of your lookup will display in a grid. Select your supervisor by clicking on their name. You will be returned to the Questionnaire page and the system will automatically fill-in your supervisor's Operator ID and email address.
- If you entered your supervisor's Operator ID the system will automatically fill-in their email address.
- If your supervisor does not have an email address entered in CGHRMS you may enter it manually.

## OCCUPATION DATA

**COAST GUARD**  
[Home](#) > [Self Service](#) > [Employee](#) > [Tasks](#) > [Annual Screening Questionnaire](#) [New Window](#)

[Questionnaire](#) [Occupation Data](#)

**Occupational Data**

Employee Name:  EmpID: 999999

**Civilian Employer Data**

Employer:  Supr Name:

Work Phone:  Supr Phone:

Address 1:  Address 2:

Address 3:

City:  State:

Postal Code:  Country:

**Enter your civilian employer information.**  
 Lookup state or country codes by clicking the magnifying glass next to the field.

**Civilian Occupation Information**  
 Select the job that best matches your civilian occupation:

Standard Occupational Code	Date Posted	Description
1 <input type="text"/>	02/28/2002	

Click on the magnifying glass to search for a code.

[Questionnaire](#) | [Occupation Data](#)

## OCCUPATION DATA (continuation)

[Home](#) > [Self Service](#) > [Employee](#) > [Lookup Occupational Code](#)

### Lookup Standard Occupational Code

Standard Occupational Classif:

Description:

[Basic Lookup](#)

**Description Field:**  
 Enter a keyword preceded by the % (wildcard) then click the **Lookup** button.

### Search Results - (%office was entered in the Description field).

Standard Occupational Classif	Description
<a href="#">551011</a>	<a href="#">Air Crew Officers</a>
<a href="#">551013</a>	<a href="#">Armored Assault Vehicle Office</a>
<a href="#">551014</a>	<a href="#">Artillery and Missile Officers</a>
<a href="#">333010</a>	<a href="#">Bailiffs, Correctional Officer</a>
<a href="#">131041</a>	<a href="#">Compliance Officers, Except Ag</a>
<a href="#">333012</a>	<a href="#">Correctional Officers and Jail</a>
<a href="#">339031</a>	<a href="#">Gaming Surveillance Officers a</a>
<a href="#">551016</a>	<a href="#">Infantry Officers</a>
<a href="#">132070</a>	<a href="#">Loan Counselors and Officers</a>
<a href="#">132072</a>	<a href="#">Loan Officers</a>
<a href="#">439190</a>	<a href="#">Miscellaneous Office and Admin</a>
<a href="#">439061</a>	<a href="#">Office Clerks, General</a>
<a href="#">439071</a>	<a href="#">Office Machine Operators, Exce</a>
<a href="#">430000</a>	<a href="#">Office and Administrative Supp</a>
<a href="#">439199</a>	<a href="#">Office and Administrative Supp</a>
<a href="#">439000</a>	<a href="#">Other Office and Administrativ</a>
<a href="#">333050</a>	<a href="#">Police Officers</a>
<a href="#">211092</a>	<a href="#">Probation Officers and Correct</a>

Click on a **code** or **job description** to return to Occupation Data page.

Search results may contain duplicate descriptions. Select the first (more general) occurrence is the best rule. Already submitted a design recommendation to People Soft.

### Add Additional Occupation Codes

**Civilian Occupation Information**  
 Select the job that best matches your civilian occupation:

Standard Occupational Code	Date Posted	Description
1 <input type="text" value="439190"/>	02/01/2002	Miscellaneous Office and Admin
2 <input type="text"/>	03/08/2002	

Click the **Add** button. A blank line will appear.

Click on the magnifying glass (on the blank line) and repeat the steps to lookup and select additional occupation codes.

Enter all data then click **Save**.

### Save Confirmation

### Save Confirmation

☒ The Save was successful.  
 Upon entry the mobilization page appears blank, but your saved data is stored in CGHRMS.

Click **OK** to return to previous page.

### Delete Occupation Code(s)

**Civilian Occupation Information**  
 Select the job that best matches your civilian occupation:

Standard Occupational Code	Date Posted	Description
1 <input type="text" value="151071"/>	02/01/2002	Naval
2 <input type="text" value="439190"/>	02/12/2002	Miscellaneous Office and Admin

To delete a code, click the **Delete** button to the right of the occupation description.

### Microsoft Internet Explorer

### Delete Confirmation

☒ Delete current/selected rows from this page? The delete will occur when the transaction is saved.

Click **OK** to delete or click **Cancel** if you do not want to delete.

- Be sure to **Save** your work after making changes.